



CITY OF ATLANTA

Job Announcement

ADMINISTRATIVE ASSISTANT, SENIOR

STARTING SALARY: \$31,534

Salary Grade: 13

Applications Accepted From: Aug 8, 2005 until Aug 12, 2005

Minimum Job Requirements

Persons applying must have an Associate's degree in Business Administration, Public Administration, Secretarial Science or a related field, and have three years of general administrative experience. Equivalent combination of training and experience will be determined under prescribed guidelines.

Duties of the Job:

This employee provides direction and assistance to employees to maintain productivity and to ensure the accuracy and effectiveness of staff; oversees the purchase of office supplies and needed services; organizes and prepares necessary documents to assist with production of budget, prepares time-keeping documents, daily schedules, and appointments; coordinates meetings; type correspondences; may attend, review and monitor legislative committee meetings, sorts and prioritized incoming mail; may make routine travel arrangements for superiors; performs additional tasks as assigned by the supervisor.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Bureau of Personnel Administration, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30335-0306.

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER. THE HIRING AUTHORITY WILL CONTACT ONLY THOSE APPLICANTS THEY DEEM MOST APPROPRIATE FOR THE POSITION. LETTERS WILL NOT BE MAILED TO INDIVIDUAL JOB APPLICANTS.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.